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DT-0501

FEB 12 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Status of Recruitment Actions for Positions in the
25X1A6a Former GPO-██████████ Printing Plant and State-
ment Regarding Expected Savings Resulting From the
Transfer of Operating Control of This Plant to the
Central Intelligence Agency.

REFERENCE: Memorandum dated 30 January 1957 for the Director of
Logistics from the Deputy Director (Support), Sub-
ject: Increase in Personnel Ceiling.

1. Referenced memorandum advises the Office of Logistics of the
authorized increase in the Agency personnel ceiling of ██████ positions
to provide for the transfer of the GPO-██████████ Printing Plant.
Justification supporting the need to fill any of the ██████ vacant
positions in this plant is requested. Reference also requests a
report of the savings to be realized as a result of this transfer.

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2. To date, recruitment requests have been initiated to replace
twelve employees of this plant who elected to return to the Government
Printing Office. Action has also been taken to replace a plate grainer
who has been ill and who has elected to retire. One employee, a plate
maker, who has decided to return to the Government Printing Office
will not be replaced. Several employees are eligible for retirement
within the next several months and have indicated a desire to exercise
this option. Recruitment actions have been initiated to obtain replace-
ments for these employees. None of these recruitment actions pertain to
the nine vacancies for which this Office has been requested to furnish
justification prior to filling the positions.

3. Consideration is now being given to the need to fill the
vacant positions in this plant. The nine vacant positions are: one
compositor; one skilled laborer; one offset photo helper; one offset
press operator; one offset press assistant; three press work operatives;
one bindery operative. A complete study is to be made of the personnel
requirements of this plant resulting from Agency operating control. No
action will be taken to fill these positions until it is certain that
the personnel are needed. The average personnel strength of this plant

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FEB 15 1957

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for the year 1956 was [REDACTED] The personnel strength per month during
1956 was as follows:

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January [REDACTED]
February [REDACTED]
March [REDACTED]
April [REDACTED]
May - [REDACTED]
June - [REDACTED]

July - [REDACTED]
August [REDACTED]
September [REDACTED]
October [REDACTED]
November [REDACTED]
December [REDACTED]

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It should be noted that the personnel strength of this plant diminished in the last half of the calendar year. This was the period during which negotiations were being conducted for the transfer of the plant to the Agency. During these negotiations the Government Printing Office made no personnel changes and did not fill existing vacancies in the plant. It is pertinent to note that approximately \$36,000 in overtime was paid to the employees of this plant during calendar year 1956. This amount represents approximately 9,000 man-hours or the equivalent of four man-years. This would appear to indicate that an excessive amount of overtime has been required because of the unfilled positions in the plant.

4. This Office has had operating control of this plant only since 14 January 1957. It is therefore not possible at this time to say just how many personnel will be required to operate the plant. It has already become apparent that several of the vacant helper and assistant positions should be immediately filled, as journeymen are now required to do work which does not require journeyman skills. This fact coupled with the fact that the Government Printing Office made no personnel replacements during the time negotiations were in process would indicate that most of the [REDACTED] positions will require filling. However, as mentioned above, request for permission to fill the vacant slots will not be submitted until operating experience has dictated the actual need for such action. In this connection it is mentioned that this Office's original plan was to carefully evaluate the personnel requirements of this plant for the next several months prior to making decisions as to the need for personnel. In accordance with this plan, action would then be taken, based upon actual operating experience, to either reduce the number of slots or to recruit to fill vacancies.

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5. With respect to anticipated savings, it is far too early to state such savings on the basis of actual experience. Further, it is expected that maximum savings will not be realized until the plant is

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merged with other Agency printing facilities in a single location. It is fully expected that this merger will permit the eventual reduction of personnel and overhead with a subsequent reduction in operating costs. However, there are many advantages to be obtained from Agency operation of this plant, both in its present location and after its eventual merger with other Agency facilities. Some of these advantages can be measured in terms of dollar savings while some cannot be reasonably measured in this way. There should be dollar savings resulting from reduced overhead. The Agency has paid GPO overhead on printing produced by this plant which ranged from 60 percent to 100 percent of labor charges. At present, overhead is being figured at 55 percent of labor charges and will probably be lower than this as experience with this plant is acquired.

6. Of major importance to this Office is the availability of this plant for the production of Agency work other than the NIS. Prior to assumption of operating control by the Agency it was practically impossible to use this facility for other than NIS printing because of the unavailability of O6 money to pay for the work. This restriction is now removed and Agency work can be printed in this plant whenever the workload permits. This has been done on numerous occasions since the 14th of January and has already eliminated a considerable amount of overtime in the Printing Services Division. The savings thus realized go beyond the elimination of overtime as this work, in effect, is being produced without additional labor cost.

7. Another factor in considering the savings to be realized in the operation of this plant and which is not fully known at this time is the extent to which printing will be produced for other Agencies. There has been a sizable amount of such work done since 14 January 1957 and it appears that this situation will continue. Reimbursement for this work not only will help to pay the salaries of the employees and for supplies, but will also pay a portion of the overhead. This will decrease the Agency funds required to operate the plant in proportion to the amount of money thus obtained. This is a particularly favorable situation as it appears that the T/O of this plant would be required for Agency work alone. In any event, it is certain that very few personnel would be released if no work were produced for outside Agencies.

8. Until sufficient experience has been obtained to accurately compute the cost of Agency printing produced in this plant no actual

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estimate of dollar savings can be undertaken. At such time as costs
are known and a realistic basis exists for comparison such estimates
will be made.

[REDACTED]
JAMES A. GARRISON
Director of Logistics

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